GoArmyEd: Army Civilian Desk Reference G-3/5/7 Civilian Training and Leader Development

Frequently Asked Questions

Why are Army Civilians using GoArmyEd to manage Army Civilian registrations for education?

The Army is working to streamline, consolidate, and automate processes for Army Civilians requesting funds for their professional development courses. GoArmyEd provides Army Civilians with a single location to submit applications and create SF 182s for training approval. GoArmyEd makes it easy for you to register for courses approved in your Army Career Tracker (ACT) Individual Development Plan. GoArmyEd also provides Supervisors, Career Program Managers, Training Managers and Army Leadership greater visibility into the professional development of Army Civilians.

What do I need to create a GoArmyEd account?

Go to www.GoArmyEd.com and provide your Social Security Number and Date of Birth. This information will be authenticated against personnel records in Headquarters Army Civilian Personnel System (HQ ACPERS). If your information is not found in HQ ACPERS, you will need to work with your Career Program Manager to create an account.

Am I required to have an Individual Development Plan in Army Career Tracker (ACT) before I am able to submit a Training Application and SF 182 in GoArmyEd?

You must have an account with an updated Supervisor identified in ACT before you may submit a Training Application and SF 182 in GoArmyEd. It is highly recommended that you also have an approved IDP in

ACT, as many Career Program Managers and Training Managers will not approve funding for training if it is not within your IDP.

Why must I submit a training application for approval before I can submit an SF 182?

The training application collects information that is then used by the Army to justify training for an employee as well as help select candidates when limited seats are available. The SF 182 is issued solely on availability of funds for Army Civilians with an approved training application.

Where can I find more information on the training and education programs available to Army Civilians?

Access the Army Civilian Training and Leadership Development (CTLD) website at http://www.civiliantraining.army.mil/GoArmyEd and the ACT website at https://actnow.army.mil/.

What training or help is available?

Once a GoArmyEd account is created, you will have access to training videos detailing how to use each GoArmyEd function. All training resources are accessed by selecting the References Documents (Training Materials) link from the Helpdesk page. In addition to this support service, the GoArmyEd helpdesk is available Monday through Friday 7:00 AM — 7:00 PM Eastern Standard Time at 1-800-817-9990. You may also view frequently asked questions on the CTLD website at http://www.civiliantraining.army.mil/GoArmyEd.











Key Army Processes and Functions in GoArmyEd

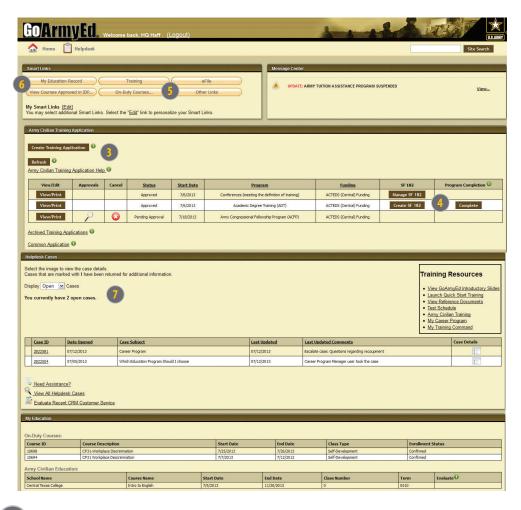
Registered users: Sign into your account at www.GoArmyEd.com.



New users: Create an Army Civilian account at www.GoArmyEd.com.



- Select Create Training Application to apply to attend an Army-funded training. An approved Training Application is required from all Army Civilians before an SF 182 may be submitted. The GoArmyEd Training Application Wizard collects the required supplemental information for the specifically requested education program to reduce processing time and back-and-fourth communications between the requestor and approver(s).
- Create an SF 182 from an approved Training Application. Manage (print or withdraw) your submitted SF 182s from your GoArmyEd account homepage. After you submit your SF 182, your Supervisor will be notified via automated email of that an approval action item is required.
- Register for On-Duty Classes for local training that does not require an SF 182.



- View your Education Record with your Army education history, helpdesk case resolutions and copies of advising notes and system emails.
- Receive support with online training videos, submitting and tracking online helpdesk cases, or calling the toll-free helpdesk number at 1-800-817-9990 Monday through Friday 7:00 AM 7:00 PM Eastern Standard Time.